REGULAR SESSION NOVEMBER 7, 2016

This day the Board of Morrow County Commissioners met in their office at 80 North Walnut St., Ste. A, Mt. Gilead, Ohio with the following members present: Mr. Whiston, Mr. Miller and Mr. Leader.

Public in attendance: John Harsch (EMA) and Shane Farnsworth (Development Office).

The meeting was opened with prayer and pledge of allegiance to the flag, and then called to order by Mr. Miller, who then proceeded with the business at hand. The following matters came before the Board for their consideration and approval.

IN THE MATTER OF APPROVAL OF THE MINUTES OF REGULAR SESSION OF NOVEMBER 2, 2016: 16-R-708

Mr. Leader made a motion to approve the minutes of regular session of November 2, 2016, as recorded in the Commissioners Journal # 46.

Mr. Whiston duly seconded this motion

Roll Call Vote: "Mr. Leader..., "yea" .., Mr. Whiston..., "yea" .., Mr. Miller.., "yea"

IN THE MATTER OF PAY-INS: 16-R-709

The following pay-ins were made to Patricia K. Davies, Morrow County Auditor:

Pay-in # 4881 Payment from Chesterville residents for sewer debt reserve portion 159-159-20100 \$16.80

Pay-in # 4882 Chesterville sewer maintenance and operations portion 159-159-40100 \$43.20

Pay-in # 4883 Chesterville sewer debt retirement portion 159-159-50100 \$55.20

Pay-in # 4884 Chesterville sewer asset management portion 159-159-50200 \$4.80

Pay-in # 4885 Payment from Ketterman residents for sewer maintenance and operations 121-121-40100 \$13.54

Pay-in # 4886 Ketterman – City of Galion portion 121-121-40300 \$42.30

Pay-in # 4887 Payment from Johnsville residents for sewer debt reserve portion 100-101-20100 \$46.00

Pay-in # 4888 Johnsville sewer maintenance and operations portion 100-101-40100 \$199.50

Pay-in # 4889 Johnsville sewer debt retirement portion 100-101-50100 \$132.50

Pay-in # 4905 Payment from Chesterville residents for sewer debt reserve portion 159-159-20100 \$8.40

Pay-in # 4906 Chesterville sewer maintenance and operations portion 159-159-40100 \$21.60

Pay-in # 4907 Chesterville sewer debt retirement portion 159-159-50100 \$27.60

Pay-in # 4908 Chesterville sewer asset management portion 159-159-50200 \$2.40

Pay-in # 4921 Payment from Wenmor user monthly user fees 095-215-30200 \$28.65

Pay-in # 4922 Wenmor user monthly debt service fee 095-215-30300 \$343.80

Pay-in # 4923 Wenmor user operations and maintenance fees 095-215-50100 \$200.55

Pay-in # 4924 Payment from Ketterman residents for sewer maintenance and operations 121-121-40100 \$54.16

Pay-in # 4925 Ketterman – City of Galion portion 121-121-40300 \$169.20

Pay-in # 4926 Payment from Johnsville residents for sewer debt reserve portion 100-101-20100 \$58.76

Pay-in # 4927 Johnsville sewer maintenance and operations portion 100-101-40100 \$254.94

Pay-in # 4928 Johnsville sewer debt retirement portion 100-101-50100 \$169.30

Pay-in # 4929 Payment from Chesterville residents for sewer debt reserve portion 159-159-20100 \$58.80

Pay-in # 4930 Chesterville sewer maintenance and operations portion 159-159-40100 151.20

Pay-in # 4931 Chesterville sewer debt retirement portion 159-159-50100 \$193.20

Pay-in # 4932 Chesterville sewer asset management portion 159-159-50200 \$16.80

IN THE MATTER OF

SATISFACTION OF MORTGAGE – POLING: 16-R-710

Mr. Leader moved the adoption of the following resolution:

SATISFACTION OF MORTGAGE

This is to Certify, that the conditions of a certain mortgage bearing date of <u>June 16, 2010</u>, given to <u>THE BOARD OF MORROW COUNTY COMMISSIONERS</u>, OHIO, by <u>Kimberly K. Poling</u>,

(unmarried) residing at <u>1770 County Road 59</u>, <u>Caledonia</u>, in the <u>Township</u> of <u>Canaan</u>, County of Morrow, to secure the payment of <u>\$5,485.00</u> and recorded in Volume <u>721</u> Page 728-732 Morrow County Records, have been fully complied with, and the same is hereby satisfied and discharged.

Signed this 7th day of November 2016

Board of Morrow County Commissioners

s/ Tom E. Whiston, Commissioner

s/ Dennis Leader, Commissioner

s/ Richard J. Miller, Commissioner

Mr. Miller duly seconded this motion.

Roll Call Vote: "Mr. Leader..., "yea" .., Mr. Whiston..., "yea" .., Mr. Miller.., "yea"

IN THE MATTER OF

APPROPRIATION OF UNAPPROPRIATED CERTIFIED MONIES – KETTERMAN FUND 121: 16-A-102

Mr. Leader made a motion to appropriate from the unappropriated certified monies to the following account:

121-121-01099 Salaries \$1.000.00

Mr. Whiston duly seconded this motion.

Roll Call Vote: "Mr. Leader..., "yea" "Mr. Whiston..., "yea" .., Mr. Miller.., "yea"

IN THE MATTER OF

APPROPRIATION OF UNAPPROPRIATED CERTIFIED MONIES – WATER/SEWER ADMINISTRATION FUND 450: 16-A-103

Mr. Leader made a motion to appropriate from the unappropriated certified monies to the following account:

450-450-01099 Salaries \$560.00

Mr. Miller duly seconded this motion.

Roll Call Vote: "Mr. Leader..., "yea" "Mr. Whiston..., "yea" .., Mr. Miller.., "yea"

IN THE MATTER OF

APPROPRIATION OF UNAPPROPRIATED CERTIFIED MONIES – DEVELOPMENT FUND 142: 16-A-104

At the request of Shane Farnsworth, Development Director, a motion was made by Mr. Leader to appropriate from the unappropriated certified monies to the following account:

142-080-26025 ED RLF Projects \$37,027.33

Mr. Miller duly seconded this motion.

Roll Call Vote: "Mr. Leader..., "yea" ..,Mr. Whiston..., "yea" .., Mr. Miller.., "yea"

IN THE MATTER OF

APPROVAL OF ZONING CLERK JOB DESCRIPTION FOR THE MORROW COUNTY ZONING OFFICE: 16-R-711

Mr. Miller made a motion to approve the following job description for a Zoning Clerk for the Morrow County Zoning Office:

JOB DESCRIPTION

Job Title: Zoning Clerk

Job Location: Zoning Office Classification: Unclassified/Exempt Reports to: Development/Planning Director, Department: County Commissioners

Planning Associate 2, Zoning

Inspector

Date: September 2016 Approved: November 7, 2016

Job Summary

Under the direction of the Director of Development/Planning Associate/Zoning Inspector, this position manages daily office activities, correspondence, taking public hearing minutes, preparing documents, maintaining information, receiving payments and processing invoices. Maintains records, journals, preparing correspondence, and filing. Primarily responsible for maintaining records and performs duties as required in support of the Zoning Office.

Essential Duties and Responsibilities

- 1. Perform clerical tasks of a more general nature as required, operates and maintains office equipment, receives telephone calls and directs to proper authority, provides general information to public, greets and screens persons entering Zoning Office, retrieves documents and files from other locations or facilities as necessary;
- 2. Process documents and payments for all invoices for the daily operation of the office;
- 3. Verify financial spreadsheets monthly with the Auditor's financial reports; assist in Budget creation;
- 4. Maintain inventory records. Ordering of office supplies as needed;
- 5. Assist staff in preparing for and conducting public hearings/meetings;
- 6. Receive incoming mail. Assist staff in the management of calendars and produce a weekly appointment schedule for the office;
- 7. Assist staff with the management of programs such as: zoning permit and compliance, Board of Zoning Appeals, and Zoning Commission;
- 8. Establishes and maintains effective work relationships with the business community, advisory groups, other governmental agencies, citizen groups and citizens;
- 9. Provide information required for Zoning Commission and Board of Zoning Appeals review process; assists in packet and preparation for these meetings; may attend meetings as required; assists in transcription of minutes and maintains appropriate case lists and records;
- 10. Creates, updates, and maintains permit files, office forms, handouts, and computer databases as required.
- 11. Coordinates and manages special projects as directed by Development Director, Zoning Inspector or Planning Associate.

Additional Responsibilities

- 1. Maintains knowledge of computer hardware and software programs, which may include Microsoft Office programs, Internet applications and accounting practices.
- 2. Abide by the County Personnel Manual and observe other department policies and other inter-office procedures.
 - a. Ensure proper treatment of any revenues received with applications or otherwise.
 - b. Provide positive and prompt customer service to visitors, phone calls and emails.
 - c. Establish and maintain effective working relationships with government officials, other departments, employees, the general public and board members.

- d. Provide director assistance to the Clerk of the County Commissioners and Development Director:
 - a. Other tasks as assigned.

Qualifications/Skills

Associates Degree or post-secondary training preferred. Bachelor's Experience in a professional office setting or local government, community development, social services or other related fields a plus. Valid Ohio Driver's License; Notary commission recommended but not required. Specific job skills knowledge of:

- Typing, data entry, word processing, and computer operations;
- Budget, budget preparation, bookkeeping, and basic accounting principles;
- Professional office practices and procedures;
- Organizational and filing practices;
- Understanding of governmental policies and procedures;
- Positive can do approach to customer service;
- Research methods and procedures;
- Methods and techniques to increase business and community involvement.

The following General Skills are required:

- Oral communication and interpersonal skills to communicate with the general public;
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems;
- Ability to carry out detailed written and oral instructions;
- Ability to compile agendas, staff reports and meeting minutes;
- Proofread technical materials and recognize errors;
- Ability to respond to routine inquiries from public;
- Communicate effectively;
- Ability to work on several projects or issues simultaneously;
- Ability to work independently or in a team environment as needed;
- Ability to attend to details while keeping big-picture goals in mind;
- Must be able to work independently with limited supervision and in a team environment;
- Ability to maintain effective working relationships with other staff and the general public.

Equipment: personal computer, typewriter, copier, fax machine, binding machine, mail machine and calculator. (examples only and are not intended to be all inclusive)

Note: This position description in no manner states or implies that these are the only duties and responsibilities to be performed.

Mr. Leader duly seconded this motion.

Roll Call Vote: "Mr. Leader..., "yea" ..,Mr. Whiston..., "yea" .., Mr. Miller.., "yea"

IN THE MATTER OF

APPROVAL FOR THE MORROW COUNTY DEVELOPMENT OFFICE TO ADVERTISE FOR PART TIME ZONING CLERICAL POSITION: 16-R-712

WHEREAS, Shane Farnsworth, Morrow County Development Director, has requested approval to advertise for a part time Zoning Clerical position. The position will be paid \$11.00 per hour from Zoning Fund 151, will maintain part-time status, under 30 hours and will not eligible for benefits.

THEREFORE, Mr. Leader made a motion to approve the Morrow County Development Office to advertise for a part time zoning clerical position as stated above.

Mr. Miller duly seconded this motion.

Roll Call Vote: "Mr. Leader..., "yea" ..,Mr. Whiston..., "yea" .., Mr. Miller.., "yea"

IN THE MATTER OF

TRANSFER OF FUNDS – DEBT RETIREMENT COMMUNITY SERVICE

BUILDING: 16-T-141

Mr. Miller made a motion to approve the following transfer of funds:

From 001-017-54321 Debt Retirement Transfer In/Out to 172-172-54321 Community Service Building Fund Transfer In/Out in the amount of \$150,000.00

Mr. Whiston duly seconded this motion.

Roll Call Vote: "Mr. Leader..., "yea" .., Mr. Whiston..., "yea" .., Mr. Miller.., "yea"

IN THE MATTER OF

TRANSFER OF FUNDS – DEBT RETIREMENT COURTHOUSE RENOVATION: 16-T-142

Mr. Whiston made a motion to approve the following transfer of funds:

From 001-017-54321 Debt Retirement Transfer In/Out to 178-178-54321 Courthouse Renovation Fund Transfer In/Out in the amount of \$208,000.00

Mr. Miller duly seconded this motion.

Roll Call Vote: "Mr. Leader..., "yea" ...Mr. Whiston..., "yea" ..., Mr. Miller.., "yea"

IN THE MATTER OF

TRANSFER OF FUNDS – DISASTER SERVICES FUND 12 (EMERGENCY MANAGEMENT): 16-T-143

At the request of John Harsch, EMA Director a motion was made by Mr. Leader to approve the following transfer of funds:

From 012-055-33001 Equipment to 012-055-29407 Insurance in the amount of \$4,000.00

Mr. Miller duly seconded this motion.

Roll Call Vote: "Mr. Leader..., "yea" "Mr. Whiston..., "yea" .., Mr. Miller.., "yea"

There being no further matters to bring before the board, a motion to adjourn was made by Mr. Miller and duly seconded by Mr. Leader.

Roll Call Vote: ...,Mr. Leader..., ...,Mr. Whiston..., ..., Mr. Miller...,

IN THE MATTER OF

APPROVAL TO RECONVENE SESSION: 16-R-713

Mr. Miller made a motion to reconvene session at 1:10 p.m.

Mr. Whiston duly seconded this motion.

Roll Call Vote: "Mr. Leader..., "yea" .., Mr. Whiston..., "yea" .., Mr. Miller.., "yea"

IN THE MATTER OF

APPROVAL TO ENTER INTO EXECUTIVE SESSION: 16-R-714

Mr. Miller made a motion to enter into Executive Session to discuss contract negotiations with the Sheriff Office staff and legal advisor.

Mr. Leader duly seconded this motion.

Roll Call Vote: "Mr. Leader..., "yea" .., Mr. Whiston..., "yea" .., Mr. Miller.., "yea"

IN THE MATTER OF

APPROVAL TO RETURN TO REGULAR SESSION: 16-R-715

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made a motion t	o return to regular session at	
duly seconded the	his motion.	
Roll Call Vote:,Mr. Leader,	,Mr. Whiston,, Mr.	Miller,
There being no further matters to be and duly seconded by	•	djourn was made by
Roll Call Vote:,Mr. Leader,	,Mr. Whiston,, Mr.	Miller,
We hereby certify the foregoin	ng to be true and correct.	
CHAIRMAN		
CLERK		
ASSISTANT CLERK	MORROW COUNT	TY COMMISSIONERS